

# Van Meter Community School

## 2013-2014 School Year

The Mission of Van Meter Community School District is to personalize learning for each student's success, today and tomorrow.

The Vision of Van Meter Community School District is to empower students to be learners who:

- Communicate
- Collaborate
- Create
- Innovate
- Solve Problems
- Adapt
- Think Globally
- Live Ethically



## Table of Contents

Graduation Requirements	p. 4
Requirements by Grade	p. 4
Grading Scale	p. 5
School Day Schedules	p. 5
Attendance	p. 7
Makeup Work	p. 8
Student Leaving/Returning During School Hours	p. 8
Tardiness	p. 8
Parent Notification of Absence	p. 8
Tournament Attendance	p. 9
Vehicles Driven to School	p. 9
Student Dress and Appearance	p. 9
Out of District Transfer	p. 9
Pop and Juice Machines	p. 9
Use of School Property and Equipment	p. 10
Student Conduct at School Activities	p. 10
Library Regulations and Guidelines	p. 10
Building Entry and Exit	p. 10
Locker Assignment and Inspects	p. 10
Hallway passes	p. 10
Detention	p. 10
P.E. Locks and Lockers	p. 11
Closed Lunch Period	p. 11
Cafeteria Decorum	p. 11
Automated Breakfast and Lunch System	p. 11
Food Service Guidelines	p. 11
Lost and Found	p. 12
Telephone Usage	p. 12
Early Graduation	p. 12
Pass/Fail Stipulations	p. 12
Report Cards	p. 12
Physical Education	p. 12
Rules of Participation	p. 12
Progress Reports// Academic Eligibility	p. 12
Student Assistance Team	p. 12
Extra-Curricular Policy (Good Conduct Rule)	p. 12
Attendance for Activities and Settlement of Conflicts	p. 12
Enrollment in Extra-Curricular Activities	p. 14
Eligibility to Participate in Public Appearances/Practice	p. 14
Honors and Awards	p. 14
Student Leadership Team	p. 14
Supervised School Events	p. 14
Dance Procedures and Routines	p. 14
Closed Dance Policy	p. 14
Scheduling Social Events by Grade Levels	p. 14
Field Trips	p. 15
Guests or Student Visitors	p. 15

Interrogation by an Outside Agency	p. 15
Fire Drills	p. 15
Tornado Drills	p. 15
Posting of Signs	p. 15
Saturday School	p. 15
Corporal Punishment	p. 16
Dismissal from the Classroom	p. 16
Reasonable Force	p. 16
Suspension from School or Classes	p. 16
Suspension	p. 16
Suspension (In-School)	p. 16
Suspension (Out-of-School)	p. 17
Due Process and Procedure	p. 17
Expulsion	p. 17
Student Grievance Procedure	p. 18
Physical Contact	p. 19
Student Harassment	p. 20
Multicultural, Nonsexist Curriculum	p. 20
Laptops	p. 21
Search and Seizure	p. 21
Class Termination Policy	p. 22
Consequences for Dropping a Class	p. 22
College Representatives	p. 23
Cancellation of School	p. 23
Junior High Promotion and Retention Policy	p. 23
Semester Test Policy	p. 23
Family Night (Wednesday)	p. 23
Title IX Statement and Grievance Procedure	p. 23
Educational Equity Grievance Procedure	p. 23
Free and Reduced Lunches	p. 24
Homeless Education Policy	p. 24
Post-Secondary Enrollment Option	p. 24
Human Growth and Development	p. 25
Fee Waivers	p. 25
Investigation of Child Abuse by a School Employee	p. 25
Physical Abuse of a Student, Employee, or Other Person Not Employed by the School District	p. 26
Release of Student Information	p. 26
Student Records Policy	p. 26
Board Support of Discipline Policies	p. 27
Computer Usage	p. 27
Technology Access	p. 27
Equity Statement	p. 28
2012-2013 Student Behavior Expectations and Consequences	p. 29

## **REQUIREMENTS FOR GRADUATION**

### **CREDITS:**

- 52 Academic Credits (which includes four PE credits) are necessary to receive a diploma from Van Meter High School
- 4 years of Physical Education unless excused due to medical reasons. Receive 1 credit /year towards graduation credits.
- Students are required to carry 12 academic credits plus Physical Education each year unless other arrangements have been made.
- Students receive one credit per semester for each academic course passed.

## **REQUIRED CREDITS THAT MUST BE PASSED FOR GRADUATION**

- 6 credits of Math
- 6 credits of Science
- 8 credits of English
- 6 credits of Social Studies (includes two credits of U.S. History and one credit of U.S. Government)
- Any 4 credits from different vocational/technical areas: Marketing, Business, Design & Drafting/Industrial Technology, Family-Consumer Science.
- 4 years (4 credits) of Physical Education

## **REQUIRED COURSES BY GRADE LEVEL**

- 9th grade: Math (Algebra A, Algebra I, Geometry), English (English I), Science (Physical Science), Social Studies (either World History or Geography), and PE
- 10th grade: Math (Algebra A, Algebra I, Geometry, Algebra II), Science (Biology), English (Composition), U.S. History, PE
- 11th grade: U.S. Government, English (American Lit), Speech, Science (Chemistry or Anatomy), Math (Algebra I, Geometry, Algebra II, Advanced Math, or Calculus) and PE
- 12th grade: English Elective and PE
- In addition to the required courses each year, students are expected to carry elective courses to meet requirements for graduation.

## **GRADE CLASSIFICATION** (Credits needed to start the year)

- Sophomore: 13 credits
- Junior: 26 credits
- Senior: 39 credits

## **Grading Scale**

A+/A = 4.00

A- = 3.667

B+ = 3.334

B = 3.00

B- = 2.667

C+ = 2.334

C = 2.00

C- = 1.667

D+ = 1.334

D = 1.00

D- = .667

F = 0.0

## **Regular Schedule**

### **Monday, Thursday, and Friday:**

SEMINAR	<b>8:30-9:00</b>
1st period	<b>9:03-9:45</b>
2nd period	<b>9:48-10:30</b>
3rd period	<b>10:33-11:15</b>
4th period	<b>11:18-Noon</b>
5th period	<b>Noon-1:03</b>
	1st Lunch      Noon-12:20
	2nd Lunch      12:15-12:35
	3rd Lunch      12:30-12:50
	4th Lunch      12:43-1:03
6th period	<b>1:06-1:48</b>
7th period	<b>1:51-2:33</b>
8th period	<b>2:36-3:18</b>

### **Tuesdays (odd period days):**

Seminar	<b>8:30-9:00</b>
1st period	<b>9:03-10:29</b>
3rd period	<b>10:32-11:58</b>
5th period	<b>12:01-1:48</b>

	1st Lunch	Noon-12:20
	2nd Lunch	12:15-12:35
	3rd Lunch	12:30-12:50
	4th Lunch	12:43-1:03
7th period	<b>1:51-3:18</b>	

### **Wednesdays (even period days):**

Seminar	<b>8:30-9:00</b>	
2nd period	<b>9:03-10:29</b>	
4th period	<b>10:32-11:58</b>	
6th period	<b>12:01-1:48</b>	
	1st Lunch	Noon-12:20
	2nd Lunch	12:15-12:35
	3rd Lunch	12:30-12:50
	4th Lunch	12:43-1:03
8th period	<b>1:51-3:18</b>	

## **Special SCHEDULES**

### **1:30 Dismissal Schedule**

1st Period	8:30-9:00
2nd Period	9:04-9:34
3rd Period	9:38-10:08
4th Period	10:12-10:42
6th Period	10:46-11:16
7 <sup>th</sup> Period	11:20-11:56
5 <sup>th</sup> Period	12:00-1:04
1st Lunch	11:56-12:16
2nd Lunch	12:13-12:33
3rd Lunch	12:28-12:48
4th Lunch	12:40-1:00
8 <sup>th</sup> Period	1:03-1:30

### **Two-hour late start (Snow)**

- 1st - 10:30 - 10:57
- 2nd - 11:00 - 11:27
- 3rd - 11:30 - 11:56
- 5th - 11:59 - 1:00- Normal Lunch Schedule

4th - 1:03 - 1:33  
6th - 1:37 - 2:07  
7th - 2:11 - 2:41  
8th - 2:45 - 3:15

Note 4th and 5th periods are changed and there is no seminar on a two hour late start schedule.

## **ATTENDANCE PROCEDURES**

- Students are expected to attend classes regularly and to be on time in order to maximize benefits from the instructional program, to develop habits of self-discipline and responsibility, and to assist in keeping disruption in the education environment to a minimum.
- While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes. Irregular attendance or tardiness by students not only retards their own studies, but also may interfere with the progress of those pupils who are regular and prompt in attendance.

### **ABSENCES DEFINED**

Missing any part or parts of a class period totaling more than ten minutes will be considered an absence.

#### **A. Reporting Student Absences**

When a student must be absent from school, the parent or guardian needs to report the absence to the secondary office before 8:30 am, the day of the absence. (996-2221)

ALL ABSENCES MUST BE VERIFIED WITH A PHONE CALL OR SIGNED PARENT/GUARDIAN NOTE PRIOR TO OR WITHIN ONE SCHOOL DAY FOLLOWING THE ABSENCE. FAILURE TO PROVIDE VERIFICATION WITHIN THE PRESCRIBED TIME WILL BE CAUSE FOR THE ABSENCE TO BE CONSIDERED TRUANCY.

#### **B. Excused Absences**

Students shall attend school unless excused by the Dean of Students or the Secondary Principal. Parents have the right to take a student from school; however, the Secondary Principal is charged by Board policy to determine if the absence will be excused or unexcused. (Van Meter Board Policy 501.9)

##### **Examples of excused absences may include the following:**

Doctor/Dentist appointment, Serious Illness of Immediate Family, Personal Illness (may require medical verification), Funeral, Emergency situations that arise for a family, and extenuating circumstances (Principal or Dean Approved).

##### **Principal or Dean of Students Pre-approval required for the following:**

Required court appearance, Wedding (Family), Family vacation with a parent or guardian, Driver's permit or Driver's license, and college visits.

##### **Excused Absence Consequences:**

There will be no credit loss for excused absences. Students will be expected to turn in assignment, and take tests, on the day they return if the test/assignment was assigned prior to their absence.

#### **C. Unexcused Absences**

Absences from school without the consent of the school may be unexcused, even if parents know of the absence.

##### **Examples of unexcused absences may include the following:**

Hair appointments, shopping trips, pleasure trips, hunting trips, work, oversleeping, job interviews, car problems.

**\*Unexcused absences may be excused by the Principal or Dean of Students under extenuating circumstances.**

##### **Unexcused Absence Consequences:**

- Student / Parent / Administrator communication required as a result of an unexcused absence or truancy.
- The student will be expected to make up all class time missed before or after school or during Saturday School. Students that have an unexcused absence shall be given the opportunity to make up work and receive credit on the same basis as other absentees.

The student will continue in the class on a probationary status, and if all requirements are satisfied both in regard to attendance and academics, he/she will be given credit for the class. The student will also be expected to make up all class time missed. (Saturday School)

#### **D. BEYOND FIVE ABSENCES FROM SCHOOL**

Absences beyond **five** days per semester require documentation. When a student has been absent from school or class four times (days/class periods) during a given semester, the parent(s)/guardian(s) will be contacted via mail regarding the student's absence record.

#### **MAKEUP WORK**

Students having absences will be given one day in addition to the number of days missed for turning in their assignments. If a student is ill and misses three days of school, it is intended the makeup work will be turned in within four school days following the return to classes.

#### **STUDENT LEAVING / RETURNING DURING SCHOOL HOURS**

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents and administration.

It will be our practice that no students be permitted to leave school after classes have begun for the sole purpose of returning home to get something which was forgotten. (i.e. P.E. clothes, homework assignments, textbooks, etc.) A parent may choose to bring the item to school for the student, but the student will not be permitted to leave school.

A student leaving or returning to school is required to check in or out through the secondary office. The student must sign the check out/in sheet on the counter in the secondary office. The student needs to state his or her name, time of departure or arrival, and present a written note (signed by the parents) for an absence. If a student becomes ill and needs to go home, a call to a parent or guardian will be made by the school nurse. Students failing to follow these procedures may be considered unexcused.

#### **TARDINESS DEFINED**

Students who are not within their assigned instructional or study areas when the class starts will be considered tardy. Tardies which are not verified by a note from a staff member will be considered unexcused absences. (More than three unexcused tardies shall result in additional disciplinary action taken by the teacher.)

#### **UNEXCUSED TARDIES**

Tardies which are not verified by a note from a staff member will be considered as unexcused. Also, tardies of ten minutes or more are to be considered as one unexcused absence.

Unexcused tardies to class beyond three will result in being assigned to one after school detention period for each unexcused tardy.

#### **TARDINESS TO SCHOOL**

Students reporting late to school must sign in at the Principal's office and request an admit to class. The tardiness is then recorded on the student's record of attendance. Students having an unexcused tardy will be required to make up time after school. The student will be assigned to the next scheduled detention period. After three tardies more severe punishment may be used.

#### **PARENT NOTIFICATION OF ABSENCE**

The school will make an effort to notify the parent if students are reported absent from classes or school. We are concerned for the health and safety of the student and will try to keep the parent advised if the student becomes ill, or leaves the school. We prefer to have parents call in to the Principal's office if it is known in advance that a student will not be in attendance. The school telephone number is 996-2221. Ask for the Secondary Principal's Office.

#### **TOURNAMENT ATTENDANCE**

- Students who are directly involved in the tournament competition (e.g. participating athletes, cheerleaders, managers, etc.) are excused to attend. The coach will provide the office with a list of the names of tournament participants and the times of their absence.



- Student spectators who wish to attend championship tournament/extra-curricular championships may do so only if Van Meter students are participating in that event. (Principal pre-approval required)
- Students must have an orange permission slip turned into the office the day prior to the event. The orange sheet must specify the date of the tournament session that the student plans to attend and the time which the student is to be permitted to be excused from classes.
- Students need to pick up prior notification permission slips before the event and return them to the office before attending the event. (Any student attending the tournament during regular school hours without following the procedures described will be considered truant and will be subject to disciplinary action.)

### **VEHICLES DRIVEN TO SCHOOL**

**Driving on school grounds and parking is a privilege.**

1. Parking - All high school students are to park east of the Big Gym. (Mopeds, bicycles, and motorcycles are to park north of the old gym on the black top.)
2. Speed Limit on school grounds - The speed limit on school grounds has been established and posted to be 10 miles per hour. This speed is admittedly slow; however, considering the safety of the youth using the school facilities, motorists must have their vehicles under control. The Van Meter School Board and City of Van Meter will enforce the speed limit as posted.
3. Do not re-enter your vehicle or sit on mopeds or use either vehicle for an attendance area during the school day. Park it and leave it.
4. Reckless driving or speeding on school grounds will be cause for the administration to void the driving and/or parking permits.
5. Secondary drivers are to depart via the east drive to avoid elementary students walking and/or playing on the black top.

### **STUDENT DRESS & APPEARANCE**

ANY PUPIL WHOSE APPEARANCE DISTRACTS FROM THE GENERAL INSTRUCTIONAL ATMOSPHERE OR CREATES A DISTURBANCE IS INAPPROPRIATELY DRESSED AND IS TO BE REMOVED FROM THE CLASSROOM.

As a general guideline, clothing worn by all students should be neat, clean, and modest in nature, so as to not be distracting to other students. Students may not wear articles of clothing with alcohol and/or tobacco references, offensive language, or double meanings of a sexual nature. Mesh shirts, such as football jerseys, must be worn with another shirt underneath. Shirts must be long enough to meet the beltline. All clothing should be of a design that no undergarments are visible. Clothing with spaghetti straps, sun dresses, halter tops, and all similar apparel is considered inappropriate. IF YOU THINK THAT THERE MIGHT BE SOME QUESTION ABOUT WHAT YOU WEAR BEING INAPPROPRIATE, DO NOT WEAR IT. Dress for school is different than what may be considered appropriate casual wear on the street.

Caps, hats, headbands, and scarves are not to be worn at any time. Backpacks are to be left in lockers and are not to be taken to classrooms during the school day.

### **Out of District Transfer**

When a student plans to transfer to another school district, he/she must report to the Principal's office for a Check Out Slip. The student must then ask each teacher to sign this slip to indicate the student's earned achievement before departure. All school-owned books and equipment must be returned, and all other obligations must be complete

### **POP AND JUICE MACHINES**

Thes District will determine when these machines are to be used.

### **USE OF SCHOOL PROPERTY AND EQUIPMENT**

The physical facilities belonging to the school district may not be used outside the school hours unless permission has been obtained from the administration. Insurance, supervision, and liability will be factors in the decision to grant or reject a request of this nature.

### **STUDENT CONDUCT AT SCHOOL ACTIVITIES**

All students are expected to practice and exhibit appropriate manners, good sportsmanship and courtesy to officials and visitors. Lack of good character may hurt our school and your personal reputation with other schools. Students who fail to exhibit this conduct may be asked to leave the event.

### **LIBRARY REGULATIONS AND GUIDELINES**

The intent of the library is to provide students with an additional source of factual information. Materials housed there are to supplement, expand, and broaden the information presented in the basic texts representing both fictional and non-fictional stories. This facility is designed as a place to study and read. Socializing is out of place in this quiet study atmosphere.

Upon entering the library you should have a definite study project in mind. Generally, if you are studying in the library, you should be using the materials available there. If you are not using the library materials, your study could probably be conducted in the classroom or study hall. If the library becomes crowded, students that are not using the library materials will be told to return to study hall to make room for those who require services of the librarian, materials, and facility.

### **BUILDING ENTRY AND EXIT**

Students are to be in approved attendance areas, such as the lunchroom, prior to the start of school. (Students participating in extra-curricular activities, or supervised by an adult may pass directly to the activity area.)

Students are to exit the building at dismissal time. Only students under the direction of a teacher or adult may remain in the building after 3:15 P.M.

Students who are dismissed from school early due to early release or attending classes at alternative sites must leave the school building and grounds immediately. Students may stay in the building with permission and supervision of a staff member. Students who elect not to leave school when dismissed early will be assigned to study hall for that period.

### **LOCKER Assignment and INSPECTIONS**

Due to safety within the classroom, students will put book bags in their lockers. Book bags create significant congestion in the classroom. Students may request the use of a padlock for their hallway lockers. Only school provided locks may be used on lockers. There is no fee for this lock if it is returned at the end of the school year. Most of the students prefer not to lock their hallway lockers. Do not store anything there that is valuable to you unless you lock the locker.

These lockers are for the use of the students during the school year but remain, at all times, the property of the school district. Students are expected to use their own locker and keep it neat and free of objectionable posters or pictures.

**Food items and pop cans are not to be stored in the lockers. These items draw insects and may cause a health concern.**

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

### **HALLWAY PASSES**

If you wish to see a teacher, counselor, coach, director, or administrator, you should make contact with that person to arrange a mutually agreeable appointment. The person will give you a hall-way pass to present to your teacher or supervisor indicating the time of the appointment. The key is to plan in advance.

### **DETENTION PERIOD**

An office-assigned detention period is determined at the discretion of the administration. Students being assigned to detention will be required to serve the detention time during the next regularly scheduled detention period. Students failing to serve as assigned will be assigned to the next three-hour Saturday School Detention period. Students failing to serve that assignment may be suspended out-of-school for two school days.

Detentions assigned by an individual teacher will be served with that teacher. The day the detention is to be served and the length of time to be served are determined by the teacher. The teacher will notify the office when a detention has been assigned.

### **PHYSICAL EDUCATION LOCKS AND LOCKERS**

We recommend all P.E. lockers be locked. This area has a high risk for loss of personal property and money. The locker rooms are not always supervised and many items are reported missing each year. Protect your belongings by locking them in the lockers.

All 6th grade students and new students to Van Meter will purchase a padlock at the time of registration to be used on the P.E. and athletic lockers. This padlock will be owned by the student and is to be used every year he/she is enrolled at Van Meter.

### **CLOSED LUNCH PERIOD**

All students are expected and encouraged to eat either a sack or hot lunch in the school cafeteria. No students' vehicles are to leave the school grounds during the lunch period. Generally, no one will be allowed to leave the school grounds from 11:00 A.M. to 1:00 P.M. All students are responsible for being in a supervised attendance area.

### **CAFETERIA DECORUM**

All students are expected to use common sense and courtesy while using the cafeteria facility. More than six hundred students will be using the services of this department in about 120 minutes. Everyone will need to be considerate and cooperate to keep the tables, benches, and floors clean. Enter the lunchroom at the direction of the supervisors, pick up your milk, pass by the lunch cashier, pick up your silverware, and proceed to the serving window. The serving line should move about as fast as you can walk. Seating is governed by personal choice and availability. When you are finished eating, return your tray to the wash window and throw away your paper trash. Please, help keep the conversation noise at a reasonable level. The lunch supervisors will indicate any unacceptable behavior and will withdraw privileges from the few that will not cooperate.

### **Automated Breakfast and lunch system**

Van Meter School has a computerized lunch system for all students and staff. Secondary Students and staff will be issued an identification card with their name, picture, and identification number on it each fall. Students and staff are asked to present their ID card each time they pass through the breakfast and lunch line.

Students and staff may put money in their account before school by bringing their check or cash to the business office or to the lunchroom. After school has begun, they should bring their money to the business office for deposit into their account. Students or staff paying cash in the lunch line will be asked to go to the back of the line in order to help move the rest of the students more quickly along.

Students and staff will be notified of their account balance verbally as they go through the line when their account is \$5.00 or less. Once their account gets to \$3.00, a written note will be handed to them while in the lunch line. Once their account falls below a negative \$10.00, a call will be made home to the parents of the student. If payment is not made, the person may be denied breakfast and/or lunch. At any time, the parents, student or staff may call or stop by the business office to inquire about their meal balance.

### **Food Service General Guidelines:**

1. Breakfast will start at 8:00 and end 8:20. There will be no seconds on breakfast served.
2. No food trays are to leave the lunchroom without administrative approval.
3. Adults will eat when the serving line is open to students.
4. In order to purchase a lunch seconds, you must first purchase a regular lunch. (Students and staff will not be allowed to buy just seconds.)
5. Seconds on lunch is \$.50 and is taken out of the lunch account.
6. If your account is in the minus balance, you will not be allowed to purchase seconds.
7. Salad bar is available to students in grades 6-12 and adults every day.

Students are expected to pick up their trash and return their trays to the washer window before leaving the lunchroom.

### **LOST AND FOUND**

All lost and found items are to be brought into the office. If the owner can be determined, the items will be returned to the owner. Unclaimed items will be held for a reasonable time and then taken to a charitable organization. (Note to

parents: If the item lost has significant value to you, it may be helpful for you to report the item to the local police and your insurance agent.)

### **TELEPHONE USAGE**

Permission must be granted by the secretary or Principal before students may use the high school office phone. Students are NEVER allowed to use the school phones during the school day without staff permission.

1. The school nurse may give ill students permission to use the phone for the purpose of contacting parents.
2. Incoming calls for students - we will not call students out of class to take a call unless it is an emergency. Parents may leave word in the office to have students call them during approved times.

### **EARLY GRADUATION**

Students may graduate one semester early if the course work required for graduation under board policy "Graduation Requirements" has been fulfilled.

Credits from outside the regular school curriculum can only be used to replace hours the student has failed or courses with Superintendent approval. Post-secondary and Central Campus hours will be included for credit.

Students who have graduated early cannot participate in any of the school activities, except for commencement and prom.

It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

### **PASS/FAIL STIPULATIONS**

Students desiring to take an elective course on a pass/fail basis for academic credit must indicate the course they intend to take pass/fail to the counselor by the second week of each semester. Quarter grades will continue to be a letter grade. Only the final semester grade will be either pass or fail. The teacher will issue the letter grade earned unless the student elects the pass/fail grade.

Note: Most Colleges and Athletic Clearing Houses prefer letter grade evaluations rather than Pass/Fail evaluations.

### **REPORT CARDS**

Report cards will be distributed to the student at the end of every nine weeks. Students and parents are encouraged to verify the grades on line using JMC. Passwords can be secured through the office. Grade reporting process is not flawless and mistakes could occur. We are anxious to make the necessary corrections to assure accurate recording.

### **PHYSICAL EDUCATION**

Unless excused by a note from a doctor, all students are required to actively participate in all Physical Education classes. An excuse note must be given to the Physical Education instructor prior to the class to be missed. Limited activity may be assigned by the physical education instructor depending on the nature of the illness or injury.

Students are required to make up missed class work and or activities. This must be arranged by the student with the Physical Education instructor. Failure to do so will impact the student's grade.

Class absences with a doctor's excuse for a period of less than two weeks must be made up within this policy. Students with a doctor's excuse from Physical Education for a period more than two weeks will be assigned an alternative activity and or assignments.

If a student fails to bring clothes for Physical Education at the discretion of the P.E. teacher, the student may have to make up the class missed, and may be assigned a detention to be served at the soonest date possible after school.

Attendance, coming prepared (proper clothing), positive attitude, and an individual's best effort are essential parts of Physical Education. If you have any questions about the Physical Education attendance policies or grading, please see the Physical Education instructor or the Principal.

### **RULES OF PARTICIPATION**

The coaches, directors, and sponsors of extra-curricular activities will inform the students of the rules for participation in writing during one of the first meetings of the group. Any changes in the rules should also be in writing and discussed or explained to the group.

#### **PROGRESS REPORTS / ACADEMIC ELIGIBILITY** *(State Scholarship rule 36.15(2))*

Academic eligibility is determined roughly every 10 days (two weeks). Two “D”s or one “F” reported at the end of a two week period results in the athlete being ineligible for the next two week period, **until the grade is at an acceptable level**, or until the grades are reported again. If not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. The entire State Scholarship Rule 36.15 (2) can be viewed at [www.ighsau.org](http://www.ighsau.org).

#### **STUDENT ASSISTANCE TEAM**

A committee of teachers has volunteered and has been trained to help students with problems concerning substance abuse. Students who are unable to control their contact with substances will be alerted to the special health services and agencies available to help the student. It is the commitment of this committee to become actively involved and provide the student with support to overcome the ill effects of abuse. This committee is operating with the sanction of the Van Meter School Board and School Administration to intervene in the student’s behalf and provide an environment for the student to help herself/himself cope with the disastrous effects of teenage substance abuse.

#### **EXTRA-CURRICULAR POLICY: Good Conduct Rule**

All students who plan to participate in a school sponsored activity /and or athletic program must have a signed form by parents/guardians and students on file in the Activities Office. Students will need to turn in a signed form each school year to participate. The 2012-2013 Student Activity Handbooks may be picked up during registration. The handbook can also be viewed on the school website ([www.vmbulldogs.com](http://www.vmbulldogs.com)).

#### **ATTENDANCE FOR ACTIVITIES & SETTLEMENT OF CONFLICTS**

- A. Students shall inform the coach or director, in advance, the reason for his/her need to be absent as a condition of being excused. Prior notice would not be required in case of sudden illness or emergency, but an attempt to notify the coach would be highly appreciated.
- B. In case of conflict between two activities, the Athletic Director will determine which activity takes precedence by using the following set of criteria:
  - 1. State events including sectional, district, regional, or sub-state shall have top priority.
  - 2. If a conflict exists because of postponement, the rescheduled event shall have the lowest priority unless it is a state event.
  - 3. A scheduled event shall have priority over a practice session. In the case of athletic practice conflicts, a sport in season will have priority over a sport not yet in playing season.
  - 4. If local events (those not assigned by the state) are scheduled on the same date, the coaches and/or sponsors of the activities will communicate well in advance to resolve the conflict for the student. In no case shall a student ever be placed in a position of conflict by the coach, director, or sponsor.
  - 5. Coaches, directors, or sponsors shall have the right to mutually resolve any student conflict between themselves.
  - 6. In cases where conflict cannot be resolved, the Activities Director, after consulting with the coach, director, or sponsor, will resolve the conflict.

#### **ENROLLMENT IN EXTRA-CURRICULAR ACTIVITIES**

If a student has not returned school issued property from his/her previous activity, he/she shall be ineligible to participate in future extra-curricular activities until the property is returned or the replacement price paid for the items missing. This situation happens when uniforms are checked out to participants; the season ends, but the uniforms or equipment is not returned to the school.

#### **ELIGIBILITY TO PARTICIPATE IN PUBLIC APPEARANCES/Practices**

A student will be required to be in attendance for at least ½ of the school day to be eligible for participation in performances and practices unless other arrangements have been made with the Activities Director/Dean of Students or Principal.

### **HONORS AND AWARDS**

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships, class ranking, and good citizenship awards to assist students in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them.

Students who have not attended the school district for at least four semesters of their high school years (9-12) and have not attended an accredited public or private school at least three years of high school will not be eligible for valedictorian and salutatorian.

It shall be the responsibility of the superintendent to develop the administrative regulations regarding this policy.

### **STUDENT Leadership Team**

The VM Student Leadership Team' is a practicum in democracy. Its purpose is to allow elected student representatives to meet, discuss, and take responsibility for some areas of the high school experiences. Good communication, planning, and discussion lead to sincere student involvement. During the school year there will be several issues that will require student input and consideration. The Van Meter Student Constitution is posted on the Van Meter website.

### **SUPERVISED SCHOOL EVENTS**

All school events involving students will be supervised by the teaching staff and adult chaperones. These events are intended for students currently enrolled in the Van Meter Schools and their guests. Events like school dances, parties, and field trips are not open to the public. (Parents are always welcome to attend any school function.) Usually, social events are completed and dismissed by 12:00 midnight. The school does not sponsor all-night parties; however, two exceptions exist. Homecoming and Prom may run into the early morning hours. Most events will be announced in the monthly calendar. If parents have concerns about time, place, activities, and chaperones, please call the school office for details.

### **DANCE PROCEDURES AND ROUTINES**

Each sponsoring class, organization, or club is responsible for obtaining acceptable adult chaperones to supervise the evening's activities. Students are not to make contractual arrangements, financial commitments, or verbal obligations for dance bands, performers, dance halls, or disc jockeys without the knowledge and approval of the teacher/sponsor or school administration. The high school Principal has a detailed list of items and considerations that must be addressed and in place before the function is allowed to be advertised and scheduled.

### **CLOSED DANCE POLICY**

School dances and parties are intended for Van Meter student participation and enjoyment. The general public is not invited. Homecoming and Prom are exceptions to this rule. Students may make arrangements for non-Van Meter School guests by informing the Principal before the event. The school administration reserves the right to know the names of all participants at school functions. School sponsored dances, parties, and the home basketball games are operated on the following basis: Once students are admitted, they are expected to stay at the event. When students leave, they are not allowed to return to the event.

### **SCHEDULING SOCIAL EVENTS BY GRADE LEVELS**

The junior high and senior high school social events will not be scheduled at the same time. The activity may be the same day and same location, but the junior high will be scheduled from 6:00 to 8:00 P.M. and the high school will be from 8:00 to 12:00 P.M. It is not intended for the two groups to mix together. Junior high parents may plan to pick up their students a little before 8:00 P.M.

### **FIELD TRIPS**

If the school bus is used to transport the student, the student will be expected to return to school by school bus. Parents may make arrangements for the student to ride home with them by physically appearing before the teacher, coach, or

club sponsor and requesting the student. School sponsors will not approve students going or riding with non-parents. Regular school rules are applicable while on the field trip. Students are to take the responsibility to get their assignments and make up the schoolwork missed as soon as possible upon their return to school.

Each field trip sponsor will provide the parents with parent permission slips indicating the general plans for the trip.

#### **GUESTS OR STUDENT VISITORS**

Students are not to bring guests to school. The programs and learning experiences are intended for Van Meter students. The teachers, employees, and administration should not be expected to care for or baby-sit guests that might happen to be in the Van Meter community for a short visit.

#### **INTERROGATION BY OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come to the administrative office. Such a request will be granted only when, at the discretion of the administration, such action is in the best interest of the student's or District's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order.

#### **FIRE DRILLS**

The purpose of a fire drill is to establish a routine for the efficient and safe evacuation of the school in case of emergency. Fire drill instructions are posted in all classrooms. The students will be expected to take the drill seriously and pass directly and quietly out of the building. Teachers are to report the names of missing students to the school principal.

#### **TORNADO DRILLS**

Tornado drill instructions are posted in each class room. Each grade level has an assigned location within the building to seek protective shelter. The students are to pass directly and quietly to the assigned location and sit down. The teacher or class sponsor will take attendance and report missing students to the administration. All safety drills are serious business. Anyone giving false information or pulling alarms as pranks will be referred to legal authorities.

#### **POSTING OF SIGNS**

All signs posted in the building must be approved by the school administration or activity sponsors. Each sign must be in good taste and attractively designed. Signs should be placed on bulletin board areas when possible. Masking tape is the better tape to use in affixing the sign to the wall. Some tapes will remove the paint from the wall when the signs are taken down. The English department has agreed to check signs for correct spelling and grammar. If your club or group has the time to put the signs up, please see that they are taken down when your sign has served its purpose.

#### **SATURDAY SCHOOL DETENTION PERIOD- 7:00-10:00 a.m. on designated Saturdays**

The intent of this detention period is to provide a very restrictive, supervised, quiet study time for students that have:

- a. Missed a previous detention period after school during the week.
- b. Been truant and need to make-up time.
- c. Committed a severe infraction of a school rule or in some way disrupted the learning environment of the school.
- d. Been assigned by a teacher (and approved by administration) for some severe, unacceptable student behavior in the classroom or building.

The detention period is to be quiet, strict, and without privileges. The supervisor may give permission for the student to pass to get a drink of water and/or pass directly to and from the rest room. Students are expected to come to the detention room with enough study materials to keep them busy for the entire detention stay. Students should not consume treats or beverages listen to radios, tapes, watch T.V. or use their computer without permission. The students would be advised to bring extra reading materials to work on when they finish their primary study assignment. Students will not be allowed to sleep or to sit and do nothing. Students are expected to be focused on study activities and procedures that will obviously show they have achieved some constructive study.

The supervising adult will take attendance, supervise the students, and make the determination if the student has put forth an acceptable effort to perform and behave within the intent of the detention idea. If the student causes any problems, distracts other students, or does not comply with the directives of the supervisor, the student can be assigned additional detention periods or referred to the Principal for further disciplinary action.

People passing by the detention room should see the students scattered throughout the seating area, working alone (not in groups), and quietly focused on their study materials. Students having computer work to do (no games) may work on their computer, under the supervision and with the permission of the detention supervisor.

Note: Students assigned to Saturday School, but failing to attend, may be suspended from school for two regular school days with loss of privileges to attend classes and extra-curricular activities. They also will have to attend the next scheduled Saturday School.

### **CORPORAL PUNISHMENT**

No employee of the Van Meter Community School District shall inflict, or cause to be inflicted, corporal punishment upon a student. "Corporal punishment" means the intentional physical punishment of a student. An employee's physical contact with the body of a student is justified if it is reasonable and necessary under the circumstances and not designed or intended to cause pain, or if the employee used reasonable force, as defined under Section 704.1 of the Iowa Code, for the protection of the employee, the student, or other students; to obtain the possession of a weapon or other dangerous object within a student's control; or for the protection of property.

### **DISMISSAL FROM THE CLASSROOM**

Classroom teachers may observe unacceptable behavior in the class and direct the student to leave the classroom. The student is required to leave, without delay, without a display, and without distraction, and proceed to the Dean of Students' or Principal's office. Consequences to be collaboratively determined by staff member involved and administration. Parent notification required.

### **REASONABLE FORCE**

All teachers have the authority to use reasonable force to maintain effective student control and guarantee the safety of all students under their supervision. Also, all school personnel shall have the authority to use reasonable force for self-protection in case of physical attack.

### **SUSPENSION FROM SCHOOL OR CLASSES**

The authority to suspend students from school and class has been granted to the Principal, Dean of Students, and the Superintendent by the Van Meter Board of Education as set out in Policy 503.1 and Chapter 282.4 of the Code of Iowa. The duration of the suspension and type of suspension will be determined by the Principal, Dean of Students, and/or Superintendent at the time of the rule infraction.

### **SUSPENSION**

Suspension is a process of excluding or separating the student and school for a short period of time. It is intended the student, parent, teacher, and administration have a period of time to rethink and evaluate the relationship between the conflicting parties. The school will be assessing and deciding under what basis the student will be allowed to re-enter the classroom or school setting. Students are not allowed to be on school grounds, participate in school activities, or attend school functions while under suspension.

During the one, two, or three day suspension, the student, teacher, counselor, parent, and administration will work cooperatively to reach an understanding whereby the student and teacher can mutually agree on a regular basis. The student will be responsible for obtaining class assignments during the suspension and will also be required to turn in the regular assignments the day he/she returns to class. Credit will be given for the schoolwork completed during the suspension.

### **SUSPENSION (IN-SCHOOL)**

The student is withheld from a single class, but usually not all classes. The student is in school, but instead of attending class is assigned to the in-school suspension/detention room. The classroom teacher and the student must work out their concerns before the student will be allowed to re-enter the classroom. The student is expected to work on the assignments and turn in the class work for credit for as long as the suspension lasts. The student is not to participate in extra-curricular activities while under in-school suspension.

### **SUSPENSION (OUT-OF-SCHOOL)**

The student will be prohibited from attending school for a stated number of days, not to exceed ten. The student is not to be on school grounds nor participate in any school activities. Class work missed must be made-up, with credit, within a reasonable time.



## **DUE PROCESS AND PROCEDURE**

1. Usually the student will be referred to the administration for some infraction of school rules or violation of some school procedures or standards. In most cases this includes some misbehavior, unacceptable conduct, or activity on the part of the student.
2. The administration will look into the situation to collect facts and supporting information. A meeting or conference will be held with the student to give him/her an opportunity to be heard relative to the alleged infraction or complaint. This procedure will allow the accused student to state his/her view of the problem.
3. The administration will then make a decision to support or deny the alleged charge.
4. The administration will then make a decision to suspend or levy other disciplinary action.
5. A formal suspension hearing may or may not be held depending on the seriousness of the situation. The student and/or parent may request a suspension hearing.
6. Notice of the suspension will be forwarded to the parent in the form of a letter outlining the situation and the resulting disciplinary actions.
7. As a courtesy to the parent and to better communicate with the community, the school will attempt to notify the parent by telephone to explain the situation.
8. Parents are always encouraged to call the school to clarify misunderstandings in communication or to gain further insight and detail to a concern.
9. The school would like to encourage parents to seek a remedy arising over conflict of philosophy within the school framework.
10. The student will be required to stay away from the school setting the required number of days.
11. The student will be re-admitted to school upon the completion of the suspension period.
12. It is assumed the student's behavior will reflect a change of attitude and there will be a willingness to conform to the standard rules and regulations upon return to school.
13. A record, in the form of a general reporting of the happening, the rules violated, and parent, student, and administration meeting, will be retained in the Principal's office.
14. In keeping with the philosophy of confidentiality, the administration will not disclose information to other parents, students, or the media concerning the names of students, or details of the particular situation.
15. When possible, alternatives or options to suspensions may be an acceptable disciplinary action.

## **EXPULSION**

The Board may, by a majority vote, expel any student from school for immorality or for a violation of the regulations or rules established by the Board, state, or when the presence of the student is detrimental to the best interests of the school.

1. The administration shall prepare a letter (notice) in writing describing the alleged misconduct, and the reason the administration is recommending the student be expelled from the school. The letter shall advise the student and parent of the time and place of the hearing, at which the student, his/her parents, or anyone they select to represent them may appear and present such facts and statements that seem to be pertinent. This letter shall be sent by Certified Letter Service when practical.
2. The School Board (hereafter called the Board) shall work under the following rules during the hearing:
  - A. The expulsion hearing must take place within 5 days subsequent to the date of temporary suspension.
  - B. At the expulsion hearing, the student may be accompanied by his/her parents, by legal counsel, or by any other advisor of their choice. The Board, at its discretion, may postpone the expulsion hearing upon request when it deems such postponement necessary or appropriate, but a request for postponement for the convenience of legal counsel shall ordinarily be refused.
  - C. If the student should desire a more expeditious and informative procedure, he/she may so indicate. The Board shall make every effort to work out such a procedure with the student.
  - D. At the expulsion hearing, the student may respond to the complaint orally or in writing. The respondent may admit or deny the allegations and offer explanation or comments that are relevant or appropriate.

- E. Each party to the expulsion hearing, directly or through their legal advisor, may introduce evidence, witnesses to testify, or statements in writing, and they may testify in their own behalf. The extent that either party may rely on written statements as evidence, they shall clearly indicate how and from what source the evidence has been obtained. Every party shall have an advisor. If the Board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.
- F. If the student shall fail to appear at the expulsion hearing, or if, having appeared, he or she makes no response to the complaint; the Board shall nevertheless invite the school administration to submit evidence in support of the complaint.
- G. If a party to the expulsion hearing should deliberately conduct themselves in a manner disruptive of the hearing, the Board shall be authorized to exclude the party and to proceed with the hearing as if they had not personally appeared.
- H. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The other papers in the proceedings, except the final disposition of the case, shall be for use only in the proceeding and in the internal processes of the school district related thereto, and that no such transcript or record papers shall be voluntarily disclosed to any person outside the school district, except with the student's consent.
- I. Within three (3) days after the expulsion hearing, the Board shall consider the relevant evidence and determine such disciplinary action as it deems to be appropriate, based on facts presented at the hearing. The student's record as submitted by the school administration, and consistent with the rules and regulations and the discipline policy of the school district and the laws of the State of Iowa, the entire record as submitted shall be open to the student, and/or his/her parents, if a minor, as well as the Superintendent or his designate, concerning the Board's findings or facts and determination.
- J. Within three (3) days after receiving notice of expulsion or other disciplinary action, the student may request reconsideration by the School Board stating his/her reasons. The School Board, at its discretion, may deny such request, and after reconsideration either amend or confirm its determination. It shall then proceed to give effect to its final determination.

## **GRIEVANCE PROCEDURE, STUDENT**

### **I. Definitions**

- A. A grievance is a claim by a student questioning the interpretation of application of a Board policy or administrative regulation.
- B. The aggrieved or grievant is the person or persons against whom the alleged act was committed.
- C. Head of household is/are the parent(s) or legal guardian(s) of a grievant.
- D. The actor is the person whose act caused the grievance.
- E. The student facilitators are the guidance counselors of the district whose objectives are to improve communications between the grievant and actor, head of household, or hearing officer and to assist the student in reducing the grievance to writing. The student facilitator shall not be involved beyond level one of the procedure.
- F. Filing is informing the appropriate person, in writing, the grievant has a grievance or the person is appealing a decision of a hearing officer. Only the aggrieved, head of household or emancipated student may file a grievance.
- G. A "hearing" is a meeting that is to be conducted by the Principal, Activities Director, or Superintendent of the Board of Education.
- H. The term "day" is defined as any calendar day including Saturday, Sunday, and holidays.

### **II. Representation**

A. The grievant may represent himself/herself, be represented by the head of household, or be represented by an attorney. The head of household must accompany any grievant who is under the age of eighteen years in all hearings unless the Board of Education waives this requirement. To obtain a waiver of this requirement, the grievant must apply to the Board on the form provided upon which the grievant must state reason(s) which he feels warrant a waiver of the requirement. Upon receipt of the grievant's request by the proper school personnel, the counting of days as set forth in IV, A, B, and C of this Grievance Procedure shall cease and shall resume when the grievant is notified in writing the request has been granted or denied.

B. The actor may be represented at any proceeding by an attorney and/or a representative selected by the actor.

### **III. General Provisions**

A. Conference - A copy of all documents, communications, and records dealing with the processing of a grievance shall be kept in a separate file in the central office and shall not be kept in the student's cumulative folder or the actor's personal file. Access to these files is available to hearing officers only.

B. Forms - Copies of grievance forms may be obtained from any principal's or activity director's offices or from the central office. All forms should be filled out correctly and according to the printed directions found on the forms.

C. Reprisals - No reprisals of any kind shall be taken by the Board of Education or by any employee of the district against the grievant or any representative.

D. Time - If time limits are not met by either party, the grievance will be considered solved or may be appealed to the next step. For purposes of counting the days with respect to the procedural steps set forth in section IV, Saturdays, Sundays, and holidays shall be included. However, if school is in recess for more than three consecutive days, the counting of days shall cease on the last day that school is in session prior to such recess and shall resume on the day that school resumes after such recess.

E. Writing - All filings, appeals, and decisions shall be in writing and on the proper forms.

F. Notification - Official notification by registered letter to the head of household, parent, or legal guardians shall be made upon receipt of the formal filing on step one and upon receipt of filing at each subsequent step.

### **IV. Procedure**

A. Step One - Within five (5) days of the act that is the basis for the grievance, the grievant or head of household (or both) shall present the completed grievance forms to the building Principal or Activities Director. The Principal or Activities Director must within the (10) days, hold a hearing (all pertinent information, documents, witnesses, etc. shall be brought forth at the time) and respond to the grievance on the proper forms, copies of which shall be provided the grievant, actor, and the central file.

B. Step Two - If the grievant or head of household is not satisfied with the disposition of his or her grievance at step one, he or she shall, within five (5) days, appeal this decision to the Superintendent. Such appeal must be in writing on the proper forms. The Superintendent must, within ten (10) days, hold a hearing and respond to the appeal on the proper forms. (Copies of which shall be provided, etc.)

C. Step Three - If the grievant or head of household is not satisfied with the disposition of his or her grievance at step two, he or she shall, within ten (10) days, appeal to the Board of Education. Such appeal must be in writing on the proper forms and filed with the secretary of the board or the Superintendent. The Board must hold a hearing within the following fifteen (15) days. Within five days of the conclusion of the hearing, the board shall render a written decision to the grievant, actor, and central file.

### **PHYSICAL CONTACT**

The basic rule concerning physical contact with other students is "Keep your hands and feet to yourself." A person should be able to move around the school grounds and building without being hit, bumped, pushed, pinched, etc. Students are to refrain from physical displays of affection toward the opposite sex. Holding hands, kissing, hugging, embracing, etc. will be considered inappropriate behavior for school activities, during school hours, on school property, while riding school buses, and at away school activities. Teachers, counselors, and administrators observing the infraction will inform the student concerning the unacceptable nature of the behavior. The second observation will result in parents being notified and a Principal/student conference being held. Detention time may be applied to stress the seriousness of this rule. The third observation may result in suspension from school.

### **HARASSMENT - Student**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ tell a teacher, counselor, dean of students, or principal; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

***\*The inclusion of this information is to comply with state law on "Bullying".***

SLT reviewed April 2013

### **MULTICULTURAL, NONSEXIST CURRICULUM**

It is the policy of the Van Meter Community School District not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, religion, and physical disability. The curriculum should foster respect and appreciation for the duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with Title IX or Title VI may be directed to Rod Beem, Guidance Counselor of the Van Meter High School, or the Director of the Region VII office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri.

### **Laptops**

Students in grades 6-12 will be given a MacBook to help each student organize assignments and manage homework. The MacBook will include the parent/student handbook, the school calendar, and assignments (posted on google calendar). If a student missed an assignment, the teacher may require the student to use google calendar for a period of time.

### **SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

#### **I. Searches, in general**

##### **A. Reasonable Suspicion:**

A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence the student has violated or is violating the law or the rules of the school.

Reasonable suspicion may be formed by considering factors such as the following:

1. Eyewitness observations of school personnel
2. Information received from reliable sources
3. Suspicious behavior by the student

##### **B. Reasonable Scope:**

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. The age of the student
2. The sex of the student
3. The nature of the infraction and
4. The urgency requiring the search without delay.

#### **II. Types of searches**

##### **A. Personal Searches**

1. Student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal or contraband items.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

a. Pat-Down Search:

A pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted in private by a school official of the same sex and with another adult witness present.

b. A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay that may be caused by following these procedures.

c. It is recognized that strip searches, body cavity searches and the use of a drug-sniffing animal to search a student's body are not to be permitted under Iowa statute.

B. Locker Searches

1. Maintenance Searches:

Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities at any time upon at least 24 hours notice of the date and time of the inspection. Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parent involvement, medical referrals, or other such referrals depending on the severity of the situation.

2. Non-Maintenance Searches:

The student's locker and its contents may be searched when a school authority has reasonable suspicion the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible.

C. Automobile Searches:

Students are permitted to park on school premises as matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

D. The Van Meter Administration may bring in drug-sniffing dogs at anytime to search the building.

**CLASS TERMINATION POLICY**

When a student enrolls in a class, it is intended the student will complete that semester of academic work. Grade point average and credits earned will be recorded on the cumulative folders and grade reporting documents each semester. There will be a two week probationary drop period. Students will be allowed to drop class for extenuating circumstances with administrator approval. The Principal or Dean of Students must approve students dropping any class.

**CONSEQUENCES FOR DROPPING A CLASS**

A. If a student initiates a request to drop a class, the student will need parental permission and an understanding that the grade reporting documents will reflect the "Withdrawn-failing" or "Withdrawn-passing" for that semester grade reporting period.

B. If a parent, in writing, requests the student's withdrawal from a course, for any acceptable and valid reason, the student will be dropped and the student records will reflect "Withdrawn-passing" or "Withdrawn-failing" on the records.

C. If the administration or teaching staff requests student withdrawal, parent, student, and faculty must be alerted to the conditions prompting the termination. All concerned must be advised of their rights and opportunities for due process procedures. The administration will take charge of the situation and make the necessary disposition. Appeal may be made to the Superintendent and Board of Education.

The intent of the aforementioned policies is to encourage students to meet their registration and enrollment responsibilities, but allow for reasonable withdrawal from class if conditions exist which would make it detrimental or nonproductive for the student to continue in attendance.

### **COLLEGE REPRESENTATIVES**

Juniors and seniors are encouraged to visit with college representatives and recruiters when they visit our school. Students may sign up with the counselor when visits are announced.

### **CANCELLATION OF SCHOOL**

Conditions may exist that require the cancellation, delay, or alteration of the regular beginning or ending of school.

Announcements will be given to the following radio stations for public notice: KRNT (1350), KGGO (95) FM, WHO (1040), KCCI Channel 8, K102 (102FM), KSO (1460), KJJY (92.5 FM), WOI Channel 5, KFMG (103.3), WHO Channel 13

### **PROMOTION & RETENTION POLICY (Jr. High School)**

All junior high students must receive passing grades (D- is the lowest passing grade) in four (4) academic subjects. Academic subjects are those that meet five times weekly for the entire semester. (Junior high exploratory classes of art, home economics, industrial arts, physical education, music, study hall, keyboarding, and introduction to computers are not considered as academic in this situation.) Students achieving four (4) passing grades in academic subject areas will be promoted to the next higher grade level.

Students failing two (2) academic subjects will be considered for retention in the same grade level for one additional school year. No student will be expected to attend junior high school for more than three years. Failing students will be evaluated to determine the learning disabilities that are preventing achievement. An Evaluation Committee composed of classroom teachers, the guidance counselor, the school administration, parents, and the student will all meet to discuss the results of standardized testing, student achievement, and specific study patterns. Based on the general attitude of all concerned and keeping the welfare of the student in mind, the advantages and disadvantages of grade promotion and retention will be considered. The parents and the school administration will then agree on the merits of either option.

### **SEMESTER TEST POLICY**

The semester testing policy and procedure will be worked out and posted by the faculty as the school year progresses.

Open Campus applies only during the semester testing period and involves grades 11-12. Details will be announced and posted as the semester test procedure is developed.

### **FAMILY NIGHT (Wednesday)**

The churches in the Van Meter School District have traditionally scheduled their youth church group meetings and activities on Wednesday evening. Generally, the school tries to avoid scheduling student activities on this day of the week. However, there may be times that activities will be scheduled on Wednesdays if no other date can be found.

### **TITLE IX STATEMENT AND GRIEVANCE PROCEDURE**

The Van Meter Community Schools does not willfully or knowingly discriminate on the basis of sex or race in the education programs or activities that it operates. The Van Meter School District is required by Title IX or the Education Amendments of 1972 and the regulations hereunder not to discriminate in such a manner. Title IX provides that a person or committee be assigned to investigate any complaints. The Van Meter Community School District's Title IX Designee is Shonna Trudo. Her office hours are available by contacting the central office, 996-2221.

### **EDUCATIONAL EQUITY GRIEVANCE PROCEDURE**

Students, parents of students, applicants for employment, and employees of the Van Meter Community School District shall have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring non-discrimination in educational programs and employment.

#### **Level One: Principal, immediate supervisor, or contact person:**

Employees with a grievance or discrimination on the basis of gender, race, national origin, creed, age, marital status, or disability may first discuss it with their Principal or immediate supervisor, with the object of resolving the matter informally. A student, parent of a student, or an applicant for employment with a complaint of discrimination on the basis of gender, race, national origin, creed, age, religion, or disability may discuss the complaint with the instructor, counselor, supervisor, program administrator, or building administrator involved. (Level One is informal and may be bypassed by the grievant.)

#### **Level Two: The Equity Coordinator:**

If the grievance is not resolved at level one and the grievant(s) wish to pursue the grievance, they may formalize the complaint in writing on a grievance form, which may be obtained from the Education Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant(s) could reasonably become aware of the occurrence. The grievant(s) may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report for the Compliance Officer (Equity Coordinator) regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### **Level Three: Superintendent of Schools:**

If the complaint is not resolved at level two, the grievant(s) may process it to level three by presenting a written appeal to the Superintendent of Schools within ten (10) days after the grievant(s) receive the report from the Equity Coordinator. The grievant(s) may request a meeting with the Superintendent of Schools or his/her designee. The Superintendent of Schools or his/her designee has the option of meeting with the grievant(s) to discuss the appeal. A decision will be rendered by the Superintendent of Schools or his/her designee within ten (10) working days after the receipt of the written appeal.

This procedure in no way denies the right of the grievant(s) to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievance, or to seek private counsel for complaints alleging discrimination.

The Van Meter Education Equity Coordinator is:

**Ms. Shonna Trudo, Van Meter Community School District,**  
520 First Avenue, Van Meter, Iowa 50261-0257. (1-515-996-2221)

### **FREE AND REDUCED LUNCHES**

Families that meet federal guidelines can qualify for free or reduced lunches. Forms to make application for free or reduced lunches will be mailed in the August newsletter, or may be picked up in either office after August 1st, each year.

### **HOMELESS EDUCATION POLICY**

It is the policy of the Van Meter Community School District to facilitate the enrollment of homeless children of school age in order to enable them to have access to a free, appropriate public education. The Van Meter Community School will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to the education that may exist in district policies or practices.

The contact/liaison person for the Van Meter Community School is Angie Tipling, High School Guidance Counselor, 520 First St., P.O. Box 257, Van Meter, Iowa 50261-0257 or phone 1-515-996-2221.

### **POST-SECONDARY ENROLLMENT OPTION**

The State Board of Education has adopted administrative rules for the Iowa Administrative Code to implement the Post-secondary Enrollment Options Act. This rule allows students in 11th and 12th grade to take classes at eligible post-secondary institutions. If you have questions regarding this Act, please contact the school counselor or Principal.

Van Meter Community Schools will only reimburse tuition for Post Secondary Education Option Classes that are taken and passed by Van Meter students. In some cases students receive college credit for completed classes; however, Van Meter Community Schools will only pay tuition costs for course work completed with a passing grade of "D" or higher.

### **Enrollment Options**

1. The student applies for eligibility by filling out Notice of Student Registration Form by April 1st, the year prior to taking the class.
2. The administration determines the eligibility of the student and course(s), using the following guidelines:
  - a. The student must be enrolled in the minimum of five subjects
  - b. Determine if a comparable course is offered here. (The student may be asked to furnish a copy of the curriculum.)
  - c. Will the available release time from school allow the student to attend the class? Released time from school will be determined on an individual basis.



3. The administration notifies the student and the post-secondary institution of eligibility.
4. See our counselor for additional information.

#### **Instruction at an Alternate Secondary Program**

Students may enroll in other secondary schools or programs to obtain credit for graduation at Van Meter Community School. Students wanting to enroll in another secondary program must have written permission from the secondary guidance counselor, secondary Principal, and Superintendent prior to enrolling. The School Board will be informed when students are using this option.

Students selecting an alternative secondary program must maintain the number of credit hours required for a full-time student. These credits may be at Van Meter or the alternative program.

Students wishing to use this option will be required to pay the full cost of tuition and transportation, except in the following situations:

1. The academic coursework to be taken at another Secondary program is not offered at Van Meter School.
2. The student has attempted the coursework at Van Meter School, but has failed.
3. The alternative secondary program is part of an at-risk consortium in which Van Meter participates.

If a student takes a class under one of the conditions listed in the previous paragraph, items #1, #2, and #3, the Van Meter School District will reimburse the student the dollar amount of funds generated through the state sharing funding formula for each class. The Van Meter School Board reserves the right to limit the number of students that use the alternative program.

#### **HUMAN GROWTH AND DEVELOPMENT**

The Van Meter Community School has identified Human Growth and Development curriculum units that are infused throughout our curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine this curriculum and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child(ren) from class during the discussion of these topics. Please contact the grade level Principal.

#### **FEE WAIVERS**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for fee waivers can pick up waiver forms in either school office. This waiver does not carry over from year to year and must be completed annually.

#### **INVESTIGATION OF CHILD ABUSE BY A SCHOOL EMPLOYEE**

In compliance with the child abuse policy passed by the State Board of Education, the Van Meter Schools designate the following as investigators of physical and sexual abuse of students by school employees:

1. Investigators for Van Meter Building
  - a. Angie Tipling, Guidance (Primary Investigator)  
520 1st Ave., Van Meter Iowa 50261  
Telephone: (515) 996-2221 (School)
  - b. Eldonna Skahill, Guidance (Alternate Investigator)  
520 1st Ave., Van Meter Iowa 50261  
Telephone: (515) 996-2221 (School)
2. Second level investigators will be an official from outside the district's regular staff.

The primary investigator will examine reported incidents of physical and sexual abuse of students by school employees. She/he will review all allegations and determine whether a Level Two referral is warranted. The investigator must notify local law enforcement authorities in cases of proven serious physical and sexual abuse.

The investigator must also give a copy of the report to the Employee's Superintendent. All proven cases of abuse by certified employees will be reported to the Iowa Professional Teaching Practices Commission. Counseling services for the student will be arranged upon request from the parents or student.

**PHYSICAL ABUSE OF A STUDENT, EMPLOYEE, OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL DISTRICT.**

A student shall not cause or attempt to cause physical injury or intentionally behave in such a manner which could reasonably cause physical injury to a school district employee, another student, or another non-student.

Neither self-defense, nor action taken in the reasonable belief that action was necessary to protect another person, shall be considered as "Intentional act."

**RELEASE OF STUDENT INFORMATION**

The following information may be released to the public in regard to any student of the school district as necessity or desirability arises: Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended by the student. In addition, photographs or likeness may also be released.

Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the Principal. It is necessary to renew this objection by September 15th of each school year or within two weeks of the student's enrollment.

Public Law 93-380, regarding the "Release of School Records, has been modified by SC 102, Article 5, Privacy of Pupil Records, 10947 which reads:

"A school district is not authorized to permit access to pupil records to any person without parental consent or under judicial order except that access shall be permitted to the following: officials and employees of other public schools or school systems including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, where the pupil intends to or is directed to enroll, subject to the rights of parents as provided in Section 10939."

**STUDENT RECORDS POLICY**

The Van Meter Community School district maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of information:

Identification data, attendance dates, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school that he/she is attending. Any exception will be noted in the student's other records or by the counselor in each building.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers, and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Governmental officials to whom information is to be reported under state law.
- F. Organizations that process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record to challenge the content of the record on grounds of inappropriateness, inaccuracy, or invasion of privacy, and to have the records explained.

After graduation or leaving school, the student's records will be left at Van Meter School, 520 1st Ave., Van Meter, Iowa 50261. Please contact the school office at (515) 996-2221.

Students and parents may file, with the Department of Education, complaints alleging failures of the school district to comply with federal legislation dealing with the student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street S. W., Washington, D.C. 20201.

### **BOARD SUPPORT OF DISCIPLINE POLICIES**

The Board of Directors of the Van Meter Community School District hereby confirms its intent to support the school discipline policy, to support staff that enforce the discipline policy, and to hold staff accountable for enforcing the discipline policy.

### **COMPUTER USAGE**

Van Meter Secondary students are involved in the 1:1 laptop initiative. All policies and regulations can be found on the school website.

### **Technology ACCESS**

It is the policy of the District to support access to a rich variety of information resources and to support the development of appropriate skills to analyze and evaluate such resources. The Internet significantly alters the information landscape for schools by opening classrooms to a broader array of resources. With this greater opportunity also comes greater responsibility. Access is a privilege, not a right. Student use of the Internet will be permitted upon submission of permission forms and agreement forms by parents of minor students less than eighteen years of age and by students themselves. Also, students are required to be trained before access can be granted.

Students are responsible for good behavior on school computer network just as they are in a classroom or a school hallway. Communications on and use of the computer network and Internet are subject to the same behavior expectations held for students during any classroom or school activity; therefore, general school rules governing students' conduct are in effect. The following are specifically not permitted:

- Using unauthorized passwords.
- Trespassing or altering others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Possession of materials in any form, including electronic, that are unacceptable by board policy or forbidden by the Building discipline code. This includes downloading materials and or, the engagement of any conference or forum that advocates violence, racism, and anarchy, treason, or discrimination, electronic communications in any form that would be unacceptable by the district or forbidden by the building discipline code, accessing any service via electronic transmission that incurs any cost. Any cost incurred through violation of this expectation will be charged to the student responsible.

Students who access restricted items or communicate in a manner prohibited by the school discipline policy will be subject to the following consequences:

#### **First Offense:**

Up to nine (9) weeks loss of Internet access. Additional disciplinary action may be imposed consistent with existing practices regarding inappropriate language or behavior.

#### **Second Offense:**

Up to eighteen (18) weeks loss of Internet access. Additional disciplinary action may be imposed consistent with existing practices regarding inappropriate language or behavior.

**Third Offense:**

Permanent loss of access privilege. Additional disciplinary action may be imposed consistent with existing practices regarding inappropriate language or behavior.

In all offenses, when applicable, law enforcement agencies may be involved.

**EQUITY STATEMENT**

The Van Meter Community School District does not discriminate on the basis of age, color, creed, national origin, race, religion, gender (sex), sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, marital status, political belief, socioeconomic status, or familial status.

Van Meter Community School District is an Equal Employment Opportunity/Affirmative Action employer.

The District has adopted a grievance policy and procedure for any alleged violation of policy concerned with such discrimination. The equity coordinator is Shonna Trudo. Inquiries regarding equity compliance should be directed to Ms. Trudo at Van Meter Community School District, Box 257, Van Meter, Iowa 50261 or by telephone at (515) 996-9960.

**\*Preface- This code of conduct is the expectation of Van Meter Secondary Students**

**This is used as a guide for school personnel when dealing with student behaviors. Teachers follow this at time of infraction. Administration will use this as the guide for assigning consequences to prohibited behaviors.**

<b>PROHIBITED BEHAVIOR CLARIFICATION</b>		<b>ACTION</b>
<b>I. Disrespect for the Rights of Others</b>		
<b>A.</b>	Loud and boisterous conduct; Written or verbal profanity and obscenity; name calling.	Loud or boisterous conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, disturbing classes or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly or rowdy actions and/or reactions.
<b>B.</b>	Insubordination	Insubordination is the refusal to comply with reasonable requests or directions of school personnel.
<b>C.</b>	Show of intolerance or bigotry toward others	Racial, ethnic, religious, cultural slurs, gender-based slurs, and derogatory or disrespectful statements, images or acts are prohibited.
<b>D.</b>	Harassment	Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.
		Protocols for investigation, and consequences for founded charges, are defined in Van Meter Board Policy 502.10, 502.10R1, 502.10E1, 502.10E2, and 503.1
<b>E.</b>	Threats	Intimidating, using extortion, black mail, or threatening to harm a student, school staff member, or visitor is prohibited during school hours, on school grounds, or during school sponsored activities.
<b>F.</b>	Physical Attack upon another student	Use of any object in a threatening or intimidating manner is prohibited. Attempting to apply or applying force to another student is prohibited. Fighting and assault are prohibited.
<b>G.</b>	Physical attack upon district personnel or visitors	Attempting to apply or applying force to a school staff member or visitor is prohibited.

Verbal warning by staff. Repeat offenders receive office referral and a phone call from the teacher. After 2<sup>nd</sup> office referral from the same teacher, parents may be contacted and a meeting with student, parents, Principal or Dean of Students, and staff member to discuss and decide further punishment may occur. However, the administration has the discretion to use other consequences as needed to improve the behavior.

1<sup>st</sup> offense: Warning

2<sup>nd</sup>: Detention assigned by teacher.

3<sup>rd</sup>: Office Referral (consequences determined by administration)

Intolerance/bigotry:

1<sup>st</sup>: Parents notified, verbal or written apology from offender to offended; failure to comply will result in Saturday school.

2<sup>nd</sup>: Saturday school; focus on intolerance education.

\*pending severity to be determined by administration

Resolution of the Complaint

1. Board policy \* (refer to student handbook under Harassment)

2. The complainant, alleged harasser and the investigators shall receive notice as to the conclusion of the investigation.

3. May include discipline, up to and including, suspension and expulsion.

Student has immediate office referral\* with automatic detention, Saturday school, or suspension pending severity. Parents are contacted immediately and conference is set up. Pending severity, law enforcement officials are also contacted if there is an eminent physical threat.

Detention, Saturday School or Suspension depending on the severity. Law enforcement may be contacted.

TBD by Administration

<b>H.</b>	Possession of dangerous objects	Students are not to have chemical substances, lighters, or other dangerous instruments or objects that resemble dangerous instruments as interpreted by the principal or his designee.	1 - Item is confiscated and consequence is determined by the principal or his designee. Parents are notified immediately. (Due process – intent of possession must be identified) 2 <sup>nd</sup> offense and beyond- TBD by Administration but could include detention, Saturday School, suspension, or possible expulsion.
<b>I.</b>	Possession or use of firearms, pellet guns, knives (defined as illegal by Iowa Code), fireworks, explosives or dangerous weapons.	Students are not to have guns, pellet guns, knives, fireworks, explosives or dangerous weapons.	Item is immediately confiscated and student is automatically suspended. Time of suspension to be determined by Secondary Principal or Dean of Students. Parents are immediately contacted. Principal may recommend expulsion to Board. Law enforcement officials will be contacted.
<b>J.</b>	Engaging in activities that interfere with school purposes such as: malicious use of telephones, false fire alarms, bomb threat, arson, false reports, etc.	Students are not to make a false fire alarm, or are any students to convey threats or give false information concerning the placement of a bomb or other incendiary device. Students are not to set fire to any building, fixture or other items.	Fire alarm, Malicious use of phones, or false reports ~ Suspension and state mandated fine. Bomb Threat ~ Suspension and law enforcement officials will be contacted. Expulsion recommended to the School Board. False fire alarm results in state-mandated fine.
<b>II. Disrespect for the Property of Others</b>			
<b>A.</b>	Minor damage to the property of others.	Damaging the property of the school or of other individuals is prohibited; this includes writing, marking walls or drawings on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the schools.	1 <sup>st</sup> : assign ‘cleaning duty’ detention to remove marks 2 <sup>nd</sup> : assign ‘cleaning duty’ Saturday school Restitution required.
<b>B.</b>	Vandalism	Any destruction of school and/or other's property is prohibited.	1 <sup>st</sup> Offense - Saturday School Restitution (repair, reimburse or replace) required. 2 <sup>nd</sup> Offense – Out of school suspension, Restitution, Parent meeting prior to return to school 3 <sup>rd</sup> Offense – Out of school suspension, Restitution, Parent meeting prior to return to school, recommendation for expulsion
<b>C.</b>	Theft	The involvement in, or the taking of, school or another person's property, or knowingly possessing stolen property is prohibited.	Student automatically has an office referral and further punishment could be issued pending severity. Law enforcement officials may be contacted. Parents are also immediately contacted. Student must also return, replace, or reimburse the stolen item.
<b>D.</b>	Safe and Secure Campus	Students are not to be in school buildings or on school property without proper authorization. (This includes the roof of the building.) Students who have completed their school day are to leave the “campus;” immediately after signing out unless they are supervised by	1 <sup>st</sup> Mandatory conference with school authorities and involved parties. *Punishment determined by school administration. 2 <sup>nd</sup> : Local law enforcement authorities contacted 1 <sup>st</sup> – Failure to comply will result in a conference with the Principal or his designee. Not complying with the Principal’s (or designee's) request results in insubordination and consequences will apply.

	a teacher or staff member. Students are required to “sign-out”	
<b>E. Misuse and/or abuse of technology</b>	Unauthorized use or misuse of district software, hardware and/or network. ACCEPTABLE USE POLICY	See District Website for misuse of technology policy. Consequences may include detention, Saturday School, Suspension or Expulsion. Law enforcement may be notified. Computer privileges may be taken away for a period of time.
<b>III. Possession or Use of Tobacco:</b>		
<b>Smoking, Chewing, Herbal or Look Alike.</b>	The possession or use (including sale or distribution) of tobacco by students on school grounds or school-sponsored functions is prohibited.	Confiscation of tobacco products. Consequences to be determined by administration. Law enforcement and parents will be notified.
<b>IV. Alcohol, Drugs, Controlled Substances and Look Alike Substances</b>		
<b>A. Possession</b>	Possession of alcohol, controlled substances, or look-alike substances is prohibited (including drug paraphernalia) on school grounds or at school functions at any time.	Substances are immediately confiscated and student has immediate office referral. Parents are immediately contacted. After parents are contacted, punishment is determined (at very least, suspension is issued) and law enforcement officials will be contacted. The Building Assistance Team will be notified for intervention.
<b>B. Use of alcohol, drugs, controlled substances or look-alike substances</b>	Consuming alcohol, drugs, being under the influence of alcohol, drugs, or controlled substances and attending school or school sponsored events under the influence is prohibited. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy.	1 <sup>st</sup> offense: Law enforcement and parents are notified. Out of school suspension is issued. The Building Assistance Team will be notified for intervention. 2 <sup>nd</sup> : Suspension with possible recommendation for expulsion.
<b>C. Sale, distribution or transmittal of alcohol, drugs, controlled substances, or look-a-like substances.</b>	Sale, distribution, or transmittal of alcohol, drugs, controlled substances or look-a-like substances is illegal.	Accusations to be investigated. Offense to be confirmed. 1 <sup>st</sup> : Parents and law enforcement notified, out of school suspension, two weeks out of school activities. 2 <sup>nd</sup> : Out of school suspension, recommendation for expulsion.
<b>V. Truancy</b>	<b>299.8 "TRUANT" DEFINED.</b>  Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant. A finding that a child is truant, however, shall not by itself mean that the child is a child in need of assistance within the meaning of chapter 232 and shall not be the sole	Students under the age of 16 are required to comply with the Iowa Compulsory Education Law. Truancy issues to be filed with respective county attorney.

basis for a child in need of assistance petition

<b>VI. Unexcused Absences</b>	Unexcused absence is defined in the Secondary Handbook and may include skipping class, leaving campus without permission or being absent from school without parental permission or knowledge.	1 <sup>st</sup> offense: Saturday school. 2 <sup>nd</sup> : In school suspension for one day. 3 <sup>rd</sup> : Mandatory parent conference and Dean of Students referral, which may lead to further consequences.
	<b>A. Tardiness</b> Tardy to school. (One exception per quarter.)	Tardiness to school. Time to be made up through the office. Tardiness to class. Consequences established by classroom teacher. Further consequences may be applied by administration.
<b>VII. Interfering with Teaching and Learning</b>	Any action that impedes or obstructs school purposes.	1 <sup>st</sup> : warning
		2 <sup>nd</sup> : Conference with all involved parties
		3 <sup>rd</sup> : possible suspension

\*Office referral consists of student/principal meeting to discuss code of conduct and the consequences the student will receive.

Parents may also be contacted.

\*\*Students participating in Extra-Curricular Activities are also subject to the Van Meter Good Conduct Rule. This is updated and will be posted on the Van Meter School website at [www.vmbulldogs.com](http://www.vmbulldogs.com) fall of 2013.